

Kirkendall Public Library
Ankeny, Iowa

The Kirkendall Public Library enhances our community members' lives by:

- offering experiences to support and nourish the community's spirit, imagination and culture
 - providing opportunities for personal growth and success
 - contributing to the growth and development of our families and children
 - supporting the economic vitality of our community
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SUBJECT: USE OF HATCH (LIBRARY'S MAKER SPACE)

BACKGROUND:

The Kirkendall Public Library provides Hatch for library sponsored or co-sponsored programs which achieve the library's goals. When not in use for library-sponsored activities, the spaces and equipment are available to individuals and non-profit groups.

POLICY:

- A. Primary use of Hatch is for library activities, programs and meetings.
- B. User reservations will be considered on a first-come first-served basis. Users of Hatch must have a current Kirkendall Public Library card in good standing.
- C. Hatch users under 11 years of age must be supervised by an adult, 18 years or older.
- D. Reservations may be made up to one week in advance in 2 hours increments. Users will be limited to 1 reservation per day, 2 times per week. The 2 hour increment of time may be extended if no other users are waiting.
- E. Each piece of equipment will have its own "Equipment Use Guidelines". Users must complete training on a piece of equipment and agree to its guidelines to use that equipment outside of a library program. Training times will be scheduled by Library staff.
- F. Hatch equipment cannot be used to create items intended for sale, commercial use or items that could be construed as weapons. The Library reserves the right to halt, delete, or otherwise disallow the creation of items that violate this or other library policies.
- G. Use of Hatch that would disrupt regular Library functions is not allowed. The library's Conduct in the Library Policy applies to the use of Hatch.
- H. Permission to use Hatch does not imply that the Library Board of Trustees, the Library staff, or the City of Ankeny supports the opinion and/or views of the users.

PROCEDURE:

- A. Cancellations for Hatch reservations should be made promptly.
- B. The individual whose card was used to reserve Hatch will be held responsible for any damages or issues resulting from or during the use of the space and/or equipment.
- C. Any individual or group that fails to abide by these provisions may be denied future use of Hatch.
- D. This policy shall be administered by the Library Director, or her/his designee.

Adopted:

July 25, 2013

Revised:

Reviewed:

April 17, 2014

Myrna Brayton, Library Director	Date
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Todd C. Beveridge, Board President Date